

# jobs.utah.gov



## QUICK START CARD

### JOB SEEKER

Welcome to [jobs.utah.gov](http://jobs.utah.gov)

[jobs.utah.gov](http://jobs.utah.gov) allows you to conduct job searches online, view current job openings and employer contact information, all at no cost to you!



Top three reasons to use this online job search system:

- **Convenient and Fast** – Ability to access thousands of jobs 24 hours a day / 7 days a week.
- **No Fee** – There is no cost to access the most complete listing of jobs and employers in Utah.
- **New Jobs Daily** – Hundreds of new jobs listed daily.

Visit [jobs.utah.gov](http://jobs.utah.gov) today!

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Registering online at [jobs.utah.gov](http://jobs.utah.gov) is as easy as 1-2-3!



- 1) Go to the **DWS Web site** at: <http://jobs.utah.gov>
- 2) Select the **Signup** button from the top right side of the page and enter:
  - **Name:** Enter your first, middle initial and last name.
  - **Username:** Create a username. Choose one that is unique and not already used by another person.
  - **Password:** Type in any characters that only you will know and can remember easily.
  - **Verify Password:** Type in the same password to verify it was entered as intended.
  - **SSN:** Enter your social security number without any dashes or spaces.
  - **Gender:** Click on the circle representing your gender.
  - **Date of Birth:** Enter a 2-digit month, 2-digit day and a 4-digit year.
- 3) Upon completing the registration process, you will now be able to **log in using your new username and password**. It is important that you complete or update all of the following sections:
  - Basic Registration
  - Skills Matching
  - Personal Resume

**Reminder:** As you enter and update information, select **Next** or **Save**.

**Help?** If you have any questions click on the **?** for help text OR select **Online Help** or **FAQ** from the left hand navigation menu.



#### Department of Workforce Services

A proud member of America's Workforce Network. Equal Opportunity Employer/Program. Auxiliary aids and services are available upon request to individuals with disabilities. Call (801) 526-9240. Individuals with speech and/or hearing impairments may call the state relay by dialing 711. Spanish Relay Utah: 1-888-346-3162.